25X1

Info. Control Clerk (GS-5)	Info. Control Clerk (GS-4)	Info. Control Clerk-Typist (GS-4)	Clerk (GS-4)	Messenger (GS-3)	Info. Control Clerk (GS-5)	Info. Control Asst. (GS-5)	Info. Control Officer	Info. Control Officer
LOGGING								
1. File one copy of CIA-originated cables. 1 1/4	1. Pull mat cards from multiple-dist. documents (incoming) and checking enclosures. 5	1. Pull mat cards from documents from OCD. 7 1/4	1. Record on 3x5 cards (already prepared) return of CS reports for evaluation. 1	1. Type 35-1 for incoming classified non-CIA cables. 5	1. Type 35-1 for incoming Special intell. – finished intell. and non-NSA reports. 9	1. Record T.S. incoming collateral in T.S. Posting Record (60-75) (in and out). 5	1. Log incoming admin. ACTION material in Admin. Incoming log (38-14). 1/2	
2. Check manifests on incoming Sr. Rep. dispatches. 1/4	2. Record receipt of paid and classified serial publications on Standard Dist. Record (in and out) 18	2. Record incoming Admin. non-ACTION material in Admin. incoming log (38-14). 18	2. Pull mat card from each mat card document leaving OSI. 4		2. Check manifest for NSA cards and reports. 9	2. Type 35-1 for incoming admin. ACTION material. 1/2		
	3. Type 35-1 for incoming Sr. Rep. dispatches. 5	3. Type Cross Reference Slip (60-16) for documents loaned to OSI (inside CIA). 1 1/4	3. Record outgoing admin. material in Admin. Outgoing Log (38-14). 24		3. Prepare 35-1 for OSI-produced S.I. 4			
	4. Type 35-1 for incoming CIA cables. 2 1/2	4. Record on 60-16 loaned documents leaving OSI. 1 1/4						
	5. File copies of Purchase Orders for publications (in and out). 1 1/2	5. File Request for Info. From FDD Documents (58-14) on requests for translations (in and out) 1 1/4						
	6. Prepare 3x5 card for advance CS reports for evaluation. 1 1/2							
	7. Prepare 3x5 card for material received from Records Center. 2							
	8. Type 35-1 for outgoing dispatches to Sr. Rep. 2 1/2							
1 1/2	38	29	29	5	22	5	1	0
LOGGING – TOTAL HOURS PER WEEK, ALL COLUMNS – 130 1/2								
SORTING AND DELIVERING OR PICKING UP								
1. Deliver ACTION CIA cables (incoming) 1/2	1. Sort responses to requests for material from Records Center. 3/4	1. Sort mat card documents from OCD. 1/2		1. Open, sort & deliver mat card docs. (multiple-routing); Serial pubs., Sr. Rep. dispatches, non-CIA cables, non-ACTION admin material, CIA cables (non-ACTION), purchase orders, CS reports, docs. loaned to CIA, requests to Records Center, S.I. 16 1/2	1. Sort S.I. 1	1. Sort and deliver and pick up T.S. (incoming and outgoing). 2 1/2	1. Segregate admin. incoming material. 1/2	
	2. Deliver OCI briefing notices. 3/4	2. Sort incoming FDD translations and copy #3 of Request. 2 1/2		2. Pick up at turnstile. 1 1/2			2. Deliver ACTION admin. material. 1/2	
				3. Pick up, deliver to IB and sort: loaned docs. being returned, loan requests, CS evaluations, requests for material from Records Center, mat card docs., admin. cables Sr. Rep. dispatches, translation requests. 6				
				4. Trips to Exec's Off. 1 3/4				
1/2	1 1/2	3	0	25 3/4	1	2 1/2	1	0
SORTING AND DELIVERING OR PICKING UP – TOTAL HOURS PER WEEK, ALL COLUMNS – 35 1/4								
READING AND ROUTING								
1. Read and route serial pubs., Sr. Rep. dispatches, ATIC cables, incoming CIA cables (non-ACTION), incoming CS reports for evaluation, loaned docs. from within CIA. 30					1. Read and route some OCI finished intell. 2 1/2	1. Read and route T.S. from within CIA. 17	1. Read and route admin. non-ACTION. 7 1/2	
2. Read outgoing cables for authentication, etc. 1 1/2								
31 1/2	0	0	0	0	2 1/2	17	7 1/2	0
READING AND ROUTING – TOTAL HOURS PER WEEK, ALL COLUMNS – 58 1/2								
FILING								
	1. File 35-1 for incoming Sr. Rep. dispatches 1/2	1. Sort and file mat cards for incoming docs. from OCD. 3	1. File 3x5 cards for CS reports. 1/4	1. File 35-1's for incoming non-CIA cables. 1/2	1. File manifest, 35-1's, Doc. Receipts, Courier Receipts, 38-14's. 4	1. File T.S. Posting Records. 1 3/4	1. Filing 35-1's for Admin. ACTION 1/4	
	2. File 3x5 cards for material received from Records Center.	2. Sorting & filing mat cards for incoming docs. from other offices. 1	2. File Courier receipts. 1/2					
		3. Sorting & filing mat cards for docs. leaving OSI. 1	3. File Doc. Receipts. 1/2					
0	1/2	5	1 1/4	1/2	4	1 3/4	1/4	0
FILING – TOTAL HOURS PER WEEK, ALL COLUMNS – 13 1/4								
SIGNING AND/OR PREPARING RECEIPTS								
1. Prepare Doc. Receipts 1/4			1. Preparing Courier Receipts and attaching to documents. 1 1/4		1. Signing S.I. receipts. 1	1. Signing Doc. Receipts. 1 3/4		
					2. Prepare Doc. Receipts and att. to documents. 3 1/2	2. Signing Div. logs. 1 3/4		
					3. Prepare Courier Receipts and att. to doc. 3 1/2	3. Prepare Doc. Receipts and att. to documents. 1		
						4. Prepare 35-16 and att. to documents. 1		
1/4	0	0	1 1/4	0	8	5 1/2	0	0
SIGNING AND/OR PREPARING RECEIPTS – TOTAL HOURS PER WEEK, ALL COLUMNS – 15								
MISCELLANEOUS								
1. Prepare & address envelopes. 1/4		1. Time-stamping 1 3/4	1. Check pages & enclosures and mark "enclosures" on mat cards. 1	1. Time-stamping. 7 1/2	1. Prepare and address envelopes. 2 1/2	1. Preparing Signature Record & Cover Sheets. 4 1/4	Supervision. Preparing job sheets. Follow-up ACTIONS. Reference requests. Writing Memos.	Administration, Supervision, Records Management, etc.
2. Wrapping, enclosing docs. in envelopes. 1/4		2. Opening boxes of mat card documents. 1/4	2. Preparing and addressing envelopes. 5	Unallocated. 1 1/4		2. Prepare and addressing envelopes. 1		
3. Answering or making calls, checking PO's, etc. 5 3/4		3. Counting mat cards from OCD. 1	3. Wrapping docs. or enclosing in envelopes, sealing. 2 1/2			3. Wrapping docs. or enveloping. 1		
						4. Prepare 38-14 for CTSC 2		
6 1/4	0	3	8 1/2	8 3/4	2 1/2	8 1/4	30 1/4	40
MISCELLANEOUS – TOTAL HOURS PER WEEK, ALL COLUMNS – 107 1/2								
40	40	40	40	40	40	40	40	40
GRAND TOTAL, ALL FUNCTIONS, ALL COLUMNS – 360								